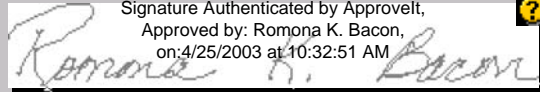**ARMY MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS)**

The U.S. Army MEPRS Program Office, San Antonio, Texas, publishes and distributes the U.S. Army MEPRS News Bulletin to MEPRS administrators worldwide. We have designed the News Bulletin to enhance communication within the U.S. Army medical treatment facilities.

Signature Authenticated by ApproveIt,
Approved by: Romona K. Bacon,
on:4/25/2003 at 10:32:51 AM

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U.S. Army MEPRS Program Office

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Director, Directorate of Patient Administration Systems and
 Biostatistics Activities

TABLE OF CONTENTS

SECTION I

ITEMS OF INTEREST

1. **EASIV Site Transmission/Discrepancy Reports.** The EASIV Transmission/Discrepancy Report is updated every week and is posted on the AMPO web site: http://www.ampo.amedd.army.mil/main/eas/

    a. Some sites have reported that they cannot view the updated version of the report when they log in to the AMPO web site. If this happens, please try the following: Under the EAS Site Transmission Status bar on the web site, you should find the current "update" information, e.g. Updated 7 April 2003. Click on the EAS Site Transmission Status bar to bring the report up in EXCEL. To check the date of the report you are looking at click on "file" then "page setup". Go to the Header/Footer tab and check the date in the Header window. You can also accomplish this by selecting "view" and then selecting Header and Footer. If the date matches the date under the EAS Site Transmission Status bar on the web site, the file is current. If the dates do not match, click the "refresh" button on your web browser. This should bring up the latest report. If you still cannot view the current report, log out and log back in, then try to refresh again. If you still can't view the current file, call the help desk for assistance.

    b. Discrepancies on The EASIV Transmission/Discrepancy Report are calculated using a standard formula. Generally, a discrepancy is cited when workload appears without expenses or no workload appears with expenses >$500 or > -$500. Accounts that appear with a **"V"** have been validated on the narrative submitted to the AMPO and are not reported to TSG as errors (discrepancies). Accounts that appear with an **"X"** or an **"N"** are reported as errors (discrepancies) to TSG until they are justified by a narrative or are corrected by the facility and retransmitted.

    c. **An example of the format for the Monthly Narrative's is located on the web site under Sample Monthly Narrative. <u>Effective immediately, only this format will be accepted when submitting your narratives</u>. The Narrative report should be sent to the MEPRS Functional Support Mailbox only. In addition, narratives submitted without an electronic signature, //signed//, a faxed signature or some other designated signature will not be accepted and will be returned to the submitting facility for signature**

    d. The suspense date for the Narrative is 15 days after transmission and the Financial Reconciliation is due before the EASIV data is transmitted.

2. **Education and Training.** There are many opportunities provided by the Army. It is up to each individual to take advantage of the courses offered. The Army Knowledge On-line (AKO), **www.us.army.mil**, web site has several courses that would be useful to MEPRS personnel. There are courses on Finance and Accounting and courses on Microsoft office products such as EXCEL. The USDA Graduate School, **http://grad.usda.gov**, offers several courses such as Management Analysis and

Review, Elements of Management Analysis, Statistical Techniques for Analysis, Creative Problem Solving, and Operations Analysis Techniques. The Army Comptroller Course is offered by ASA FM&C, **http://www.asafm.army.mil**. There are many correspondence courses offered such as Accounting for Resource Managers I, Accounting for Resource Managers II, Activity/Major Activity Budgeting, Budget Adjustments/Review & Analysis, Management Survey, Resource Management, Manpower Management, Basic Statistics, Simple Linear Regression and Correlation Analysis, Statistical Sampling, Review and Analysis, and Presentation of Statistical Data.   Since these courses are offered in a variety of ways either on-line, by correspondence or by residence, the opportunity is available to everyone.

3. **MEPRS Application and Data Improvement (MADI) Workshops. (http://www.tricare.osd.mil/ebc/rm_home/meprseducation/). There are currently two MADI Workshops available for registration and attendance; 8-10 July 03 – Honolulu, HI and 2-4 December 03 – Bureau of Medicine (BUMED), Washington, DC. Through TRICARE Management Activity (TMA) sponsorship, a practical MEPRS workshop was developed targeting current and prospective MEPRS data users, taught by expert data analysts. It focuses on interpretation and application of MEPRS data visible in the EAS IV Repository. Who should attend? MTF, Lead Agent, or Service-level personnel in Resource Management, MEPRS, Data Quality functions or any personnel responsible for the timely and accurate management and reporting of MTF-level workload and cost data.**

4. **EAS IV Consolidated Repository Training.** A training session of the EAS IV Consolidated Repository is currently scheduled for 22-23 July 2003. The training will be held in San Antonio and will cover the classes and objects contained in the repository. Focus will be on understanding the data contained within each class of objects and how to successfully mix the classes to obtain valid query results.

5. **New Member of AMPO Staff.** We have a new member of the San Antonio AMPO staff. Jeanie McCleary, formerly with the MEPRS Office at Brooke Army Medical Center, officially came on board, Monday, 21 April 2003. She has extensive experience with the DMHRS program at BAMC and we look forward to utilizing her experience as DMHRSi is tested and fielded.

6. **MDEPs, FCAs, and MEPRS Codes for Global War On Terrorism.**

TITLE	AMSCO	FCA	MDEP	MEPR	DESCRIPTION
NOBLE EAGLE	*	F9TR1	VTER	FCGF	IMMEDIATE RESPONSE OPERATIONS
		F9FP1	VTER	EDIF	FORCE PROTECTION
		F9FP2	VTER	EDIF	FORCE AUGMENTATION
		F9PS1	QLPR	EDIF	PHYSICAL SECURITY
ENDURING FREEDOM	*	F3201	VFRE	GAAF	PRE-DEPLOYMENT COSTS
		F3202	VFRE	GDAF	DEPLOYMENT/REDEPLOYMENT COSTS
		F3203	VFRE	GAAF	SUSTAINMENT COSTS
		F3204	VFRE	GAAF	RECONSTITUTION COSTS
		F3205	VFRE	GAAF	GTMO Operations, War Crimes, and Related Investigations
		F3206	VFRE	GAAF	ENDURING FREEDOM - HORN OF AFRICA
		F3404	VFRE	GAAF	ENDURING FREEDOM - PHILIPPINES
IRAQ	*	F1208	VIRQ	GAAF	PREPARATORY ACTIONS FOR POSSIBLE MILITARY ACTIONS AGAINST IRAQ
		F9201	VIRQ	GAAF	PRE-DEPLOYMENT FOR MILITARY ACTIONS AGAINST IRAQ
		F9202	VIRQ	GDAF	DEPLOYMENT/REDEPLOYMENT FOR MILITARY ACTIONS AGAINST IRAQ
		F9203	VIRQ	GAAF	SUSTAINMENT FOR MILITARY ACTIONS AGAINST IRAQ
		F9204	VIRQ	GAAF	RECONSTITUTION FOR MILITARY ACTIONS AGAINST IRAQ
		F9205	VIRQ	GAAF	POST CONFLICT ACTIONS FOR MILITARY ACTIONS AGAINST IRAQ
		F9206	VIRQ	GAAF	SUPPORT FOR THE OFFICE OF RECONSTRUCTION AND HUMANITARIAN ASSISTANCE
ANTI-TERRORISM	847724.81	****	****	EDIF	Physical Security Equipment
	847724.82	****	****	EDIF	Physical Security Site Improvements
	847724.83	****	****	EDIF	Physical Security Management and Planning
	847724.84	****	****	EDIF	Security Forces/Technicians
	847724.85	****	****	EDIF	Law Enforcement
	847724.86	****	****	EDIF	Security and Investigative Matters
	847724.90	****	****	GABF	Terrorism Consequence Management
	847724.92	****	****	GABF	Terrorism Consequence Management Response

* Use appropriate AMSCO for work center.

Funds expended in support of Medical/Dental Care at the MTF will be reported in the medical/dental specialty with the AMSCO and MEPRS code of the specialty.

Example: Contract costs for backfill should be captured in the regular AMSCO and MEPRS code but should show the appropriate FCA code and MDEP, i.e. FCA F3201, MDEP VFRE.

FCDF: "BACKFILL" to support another MTF. MEPRS policy is to use FCC/MEPRS code G readiness codes for backfill associated with deployments.

For example, Ft. Polk deploys (GDAF) a PROFIS provider and Ft. Riley backfills (GDAF) the provider at Ft. Polk. In this example, all manhours will be captured to the appropriate G Readiness code. The readiness codes will be used with GWOT and the 4th level code will remain "F".

The individual backfilling at Polk will be reported in the workcenter where he is working.

FCGF: Providing manpower and supplies to aid the disaster relief, linked to the specified contingency APC Code. Any duty performed outside the grounds of your MTF to aid at disaster site were "NO WORKLOAD REPORTED".

"EBGF": Emergency Operation Center (EOC) assigned to the EOC or generated tasks, for example MEDDAC Personnel providing Guard Duty.

GAAE: To report personnel time and expense in support of the Soldier Readiness Center.

GAAF: Any Readiness Planning and Administration in preparing for deployment, i.e., preparation of orders, deployment briefings, ID tags, Medical Records review, etc., to include the time of individuals preparing for deployment

GDAF: Used for any Readiness Deployment in support of GWOT regardless of country of deployment

MEPRS policy is to use FCC/MEPRS code G readiness codes for backfills associated with deployments. For example, Ft. Polk deploys a PROFIS provider and Ft. Riley backfills the provider at Ft. Polk. In this example, all manhours will be captured to the appropriate G readiness code. The readiness codes will be used with Operation Enduring Freedom and the 4th level code will remain "F".

****Capture these costs in the AMSCOs using the prescribed FCA codes and MDEPs identified by Army.

SECTION II

EASIV

1. EASIV SITE SUMMARY REPORTS

a. The Data Quality Analysis Summary Reports are prepared after each submission of the EASIV data to the EASIV Repository. These reports identify discrepancies in data reporting. The goal to strive for is to have a Site Summary Report that indicates "NO DISCREPANCIES". Researching the data identified in the site summary report and either correcting the data or submitting an explanation of why the data is correct as reported accomplishes this goal. When corrections are made, allocation must be rerun and the data re-transmitted to the EASIV Repository. Responses to the Site Summary Reports should be sent to the MEPRS Functional Mailbox.

b. On 23 April 2003, a message was sent to all sites with outstanding issues (discrepancies) identified in the Data Quality Analysis Summary Reports with a suspense date of 7 May 2003 to have all of the issues resolved and/or justified.

2. EASIV DATASETS

a. **Medical Readiness Accounts.** G Accounts (with the exception of GE** accounts) reported on the G ACCOUNT data set should use the Available FTEs reported on these accounts from the Personnel Accepted Report. 'GE**' accounts reported on the G Account Data Set should use the dollar value of equipment maintained.

   (1). Generate the Personnel Accepted Report and filter on the FCC field pulling all G accounts. Mistakes have been noted where some sites are only reporting G accounts within the parent MTF.

   (2). For sites authorized Readiness Logistics Management (GE** accounts), report the dollar value of material maintained. This information should be obtained from the Logistics office at your MTF. If your site is not authorized to report GE** accounts, these codes should be deactivated on the ASD Table as of 10/1/02.

b. **Square Footage.** When correcting items in the Site Summary reports that deal with the square footage and square footage cleaned data sets, make the corrections in the Oct 02 data sets so that the values carry through the end of the fiscal year. As a reminder, square footage excludes stairwells, elevators, other shafts and idle areas, see Appendix AP2.1.122 SQUARE FEET in the DOD 6010.13-M.

c. **Ancillary Accounts.** For the following ancillary accounts, the raw statistical value is the number of patients and the weighted statistical value is the minutes of service.

DFA
DFB
DFC
DFZ
DGA
DGB
DGD
DGE
DGZ

d. **Meal Days Served.** Reference Meal Days Served in the DoD 6010.13-M, Definitions, AP2.1.78 MEAL DAY. Patient Meal Days equal OBD minus Bassinet Days plus APV meal days, plus Remain Overnight (RON) and Transient patient meal days plus cooked Therapeutic In-flight Meal days and the meal days for Emergency Room patients and labor deck patients. The total of the EIA Meal Days data set should be the amount reported for EIA on the EIB Meal Days data set. Likewise, the value reported for FDC on the EIB Meal Days data set is the same value reported on the F ACCT - RAW PROC data set.

e. **F Accounts – Weighted Procedures Data Set.** Multidisciplinary Team Services, FBL, and Commander for Veterinary Services, FFA, accounts should be reported on the F ACCT - WTD PROC data set using the Available FTEs reported for these accounts on the Personnel Accepted Report.

f. **Logistic Data Set.** EASIV does not produce a specific report for the Logistics data. The following is a means to get the information.

(1) Open "Direct Expense Accepted Report", located in Standard Reports.

(2) Refresh report to get current report.

(3) Click on any EOR in the report. This highlights all EORs on the report.

(4) Click on the "filter" button (looks like yellow funnel).

(5) In the drop down box, click on the first 26** and 31** EORs that appear, hold down "shift key", then click the last 31** EOR. This will highlight all 26** and 31** EORs

(6) Click the OK button.

(7) This creates a report sorted by FCC, all 26** and 31** EORs, sub-totals at each FCC Code and a grand total at the end.

(a) **Be sure to exclude EOR 26EB for Subsistence found in EIBA. (Include other 26** and 31** found in EIBA.)**

(b) Always use the month unique totals. Never post minus (-) expense to the Logistics data set.

(c) EOR 26*I is for the purchase of pharmaceuticals. The current guidance states to exclude all 26*I; however, these EORs are excluded only when logistics is not involved in the purchase, storing or distribution of pharmaceuticals. Normally only 26*I items purchased by Pharmacy workcenters, DAA*, will be excluded in the Logistics Data Set.

(d) The basic rule for the Logistics data set is if Logistics does not provide support or make purchases for a specific workcenter; the MEPRS Analyst must use independent judgment to modify the Logistics Data Set to exclude any workcenter that does not receive support from Logistics.

3. **EASIV ASD**

a. **Deactivation of Functional Cost Codes.** Sites need to be careful when they deactivate a code on the ASD back to the beginning of the fiscal year, by making sure there is no data in the financial, personnel or workload files against that code. To check the data, create the Direct Expense Accepted Report, the Personnel Accepted Report, and the Data Set Accepted Report and filter on the functional cost code that is being deactivated.

b. **Ambulance Service – Contract.** There has been a problem reporting the hours of service provided by contract ambulance services. If the contract requires the ambulances to be located at the MTF, the FTE's and hours of service will be reported in FEAA. If the contract is for providing ambulance support and the ambulances are not located at the MTF, the expenses will be reported in FEBA. This will include the ambulance support provided by the Fire Department.

4. **EASIV FINANCIAL**

a. **Base Operations**. A problem has been reported when a site has prorated an estimated amount of reimbursable base operations dollars. Do not prorate the base operations dollars. These dollars should be reported only in the month that the Base Operations bill is paid whether it is on a quarterly or yearly basis.   Do not change source system data.

b. **DHP Funded Inventory accounts and the Capital Equipment Medical Expense Program**.

(1). The following sites have a DHP Funded Inventory Account to purchase medical supply inventory: Belvoir, DDEAMC, Huachuca, Irwin, Jackson, Leavenworth, Leonard Wood, Meade, Redstone Arsenal, Rucker, Wainwright and West Point. The inventory is purchased and then sold to the account users within the MTF. The Functional Cost Code (FCC) assigned to the DHP Funded APC will be BYRIN.

Example: Logistics purchases the medical inventory supplies and keeps the supplies in the warehouse until a workcenter submits a supply order. At that time, logistics does a cost transfer to the workcenter ordering the supplies.

(2). As DMLSS is being deployed, the MTFs will begin using the DHP funded CEMEP (Capital Equipment Medical Expense Program) account. This is a credit card used to make Property Book item purchases costing less than $100,000.00, unique to DMLSS. The MEPRS code assigned to the CEMEP account will be BYRCE.

(3). Each of these accounts are overhead accounts, i.e., the purchase is made (TA23) and once an item is received, a cost reallocation (TA20/debit/credit) occurs moving the cost to the user's account.

(4). Care must be taken to insure that the BYRIN account and the BYRCE account contain the debit and corresponding credit as the inventory is moved to the receiving account.

(5). For MEPRS purposes, expenses and obligations identified as BYRIN and BYRCE will not be included in the MEPRS. The expense to the receiving workcenter will be included in MEPRS when the cost transfer is completed.

c. **Out-of-Service Debt.** The APC's for the AMSCO's 847799 and 847999, Out-of-Service Debt – Reimbursable Only will have a Functional Cost Account Code (MEPRS Code) of BYBAD. This will identify the type of funds and insure that they are not included in the MEPRS Expense and Obligation data.

d. **DFAS APC's**. The Defense Financing and Accounting Service (DFAS) has created two APC's to accumulate records that they cannot identify. These APC's are GPAY and 9999. Request that these APC's have a MEPRS code assigned of BZDFS. The expense and obligations in these APC's are not reportable in MEPRS. These normally will only be found in one fiscal station number in each of the 5 CONUS databases (not necessarily an MTF).

f. **Processing X Year Funds**:

(1) X Year Funds for Gifts Funds/Trust Fund Account Army General Fund Administrative Limitation need to be accounted for in EASIV. The records with "No Year" funds are identified with an "X" in the FY field in the STANFINS file that is imported in EASIV. Under current business rules these files are not accepted when copying the STANFINS file into EASIV.

(2) Currently EASIV is not set up to recognize the X year. Until it is added on the EASIV table, you will need to change those X year records in the Financial File and then re-import the file into EASIV. The Method of identifying and getting these funds reported in EASIV requires a workaround to ensure accurate data is reported into EASIV and to complete financial reconciliation.

(3) For 21X BS/L 8927.0000: Gifts Funds/Trust Fund Account Army General Fund Administrative Limitation does not require an AMSCO in STANFINS. These accounts are not specifically identified. When you get expenses, check with budget and see if they can tell you whom the funds were expensed out to. If they are unable to tell you then use the FCC EBAA - AMSCO 847700.51. In EASIV, only account for the expenses, do not report the obligation.

(4) For 21X BS/L 8927.0001 thru 8927.0059: The extension of the Limitation, for example, .0051 is identified for GYN Oncology and you would use the FCC and AMSCO for that specialty. In EASIV, only account for the expenses, do not report the obligations.

(5) For 97X0130.0000: This basic symbol/limitation has its AMSCO and should have a valid FCC assigned. In EASIV, only account for the expenses, do not report the obligations.

(6) Initially, the STANFINS file is downloaded from the DFAS Corporate Server in **ASCII** format. The file is then copied and imported into EAS IV. If during the copy process the user gets a notification that "There was an error copying the file", this is an indication that there may be "No Year" fund records within the file.

(7) In order to get the STANFINS file copied and imported into EAS IV it is necessary to identify the funds associated with these "No Year" records.

Step 1: Download the STANFINS file from the DFAS Corporate Server as **ASCII** file and save file in predetermined folder.

Step 2: Open the file and look in the eighth column (the FY field; since this is an **ASCII** file) to locate records with a FY of "X" and change the **X** in the (8th position) to a 7.

(See sample lines below).

```
FFDBA21X2020 1351970021T1000000015000{000000000000{747453D1202000019
FEBAA21X8927000000026RB000000002217E000000002217E747453D120200001Y
FEBFE21X89270000000252G000000000000{000000049400}747453D120200001Y
FEBFE21X89270000000256500000014473H000000309672{747453D120200001Y
FEBFE21X8927000000026EB000000298806I000000058097E747453D120200001Y
FEBFE21X89270000000043PB000000000139F000000000139F747453D120200001Y
FXXXX21X89270000000025GY000000005810{000000000000{747453D120200511Y
```

Step 3: Save the file and copy into EASIV.

Step 4: The procedure to open and view the STANFINS file is as follows:
Right-click on the Start button of the workstation that has the STANFINS file.

Select Explore.

a. Locate the STANFINS file in the directory where it is saved.

b. Double-click on the STANFINS file,

c. The file will open in the format as shown above.

SECTION III

UCAPERS
RECORDING OF PERSONNEL TIME

1. CIVILIAN REPORTING ISSUES

a. ISSUE: Full Time Permanent Civilian (duty status of FTP) is also a Reservist who performs their Reserve Duty at the same MTF they are assigned to. The time the civilian is performing the Reserve function, man-hours are keyed to the OTH exception code for civilian record (per Exception code guidance). This civilian record has non-available hours with no civilian pay which creates an error in EAS IV. What is the recommended solution?

SOLUTION: UCAPERS will not allow duplicate SSNs on the MPF. You will add the second personnel record with a duty status of RES and change the first digit of the SSN to a '1' for the temporary record that will be deleted, and retain the correct SSN for the permanent record (the civilian record in this case). If by chance the SSN number already begins with a '1', use '0' as the first digit in the temporary RES record. This same solution should apply for any person who has a change in duty status during the month. For example, an assigned military, MIL, who departs the military and is hired as a contractor (CON) in the MTF. In this instance, change the first digit of the SSN of the MIL record to a '1'.

b. ISSUE: Civilian personnel records that have man-hours coded to AWOL and LWOP create non-available man-hours with no civilian salary. These records create an error in EAS IV when the records are imported from UCAPERS. What is the recommended solution for these records?

SOLUTION: PCS the individuals who are AWOL or who are on LWOP for 30 days or more. If and when the individuals return to work, reenter them on the MPF. If the requirement is to retain these individuals on the MPF, the following work around is recommended: When the civilian record is uploaded into EAS IV, add $.01 to the civilian record so that EAS IV will accept the non-available hours. The non-available hours will appear in EAS IV with an assigned FTE and no salary.

c. ISSUE: How do we code civilian personnel assigned to the MTF that have been activated with their reserve unit and deployed to other destinations?

SOLUTION: Civilian(s) being activated with their reserve unit, (deployed) to other destinations, reassign the individual to GDAF. When the civilian record is uploaded into EAS IV, add $.01 in the civilian record to the available salary so that EAS IV will accept the record. NOTE: The assigned FTE will be reported against the FCC of the TDA paragraph and line number.

d. ISSUE: An error is created in EASIV when civilian personnel who are also reservists and are activated and choose to take authorized civilian leave while activated. What is your recommendation?

SOLUTION: Civilian(s) that have been activated and are using their civilian leave (leave that is charged against the member's civilian leave account), continue carrying their civilian record in UCAPERS in their assigned work-center. When the leave is exhausted, reassign the individual to GDAF. If the individual is serving their military time at the same MTF where they are assigned as a civilian, another record will have to be created with the duty status of BME.

e.   ISSUE: We have civilians (GS) who will most likely be going to other MTFs to backfill the military who are deploying. The civilians will be going TDY until the reservists arrive to do the "real" backfill. Where do we put their time?

SOLUTION: This is regular TDY in support of another facility. Code this time to FCDF. The Gaining facility will report them as BCA.

2. SOLDIER READINESS CENTER (SRC)/SOLDIER READINESS PROCESSING (SRP)

a. ISSUE: Some MTFs have a physical building designated as a permanent Soldier Readiness Center and other MTFs use varying and different locations to perform the same SRP process. Should the man-hours for those persons who staff and operate the SRP sites in support of the planning and administration for the deployment of soldiers in both situations be coded to GAAE?

b. Many soldiers who are required to prepare for deployment participate in a mandatory SRP to have their records screened, dog tags checked, etc. to prepare for deployment. In the past, soldiers processed through the SRP sites (referenced in para 5 above) to prepare for potential deployment. Recent SRPs have processed soldiers that are preparing to deploy in support of GWOT. Recent guidance stated that GAAF should be used in FY03 for the planning and administration of deployment activities in support of GWOT. Does this guidance apply specifically to those persons who are processing through the SRP for deployment in support of GWOT rather than the persons who staff and operate the Soldier Readiness Centers or other SRP sites?

c. How does this guidance compare to the man-hours for soldiers who have historically participated in SRPs prior to GWOT? What would be the appropriate MEPRS code for participation in a SRP that is not linked to GWOT?

SOLUTION: Personnel manning the SRC/SRP (whether it is a fixed location or not) will be reported in GAAE. MTF personnel who are preparing for deployment will have their hours reported in GAAF. We are not going to require the separation of GWOT from the other personnel deployment that are being conducted, either individual or units.

3. ACTIVATED RESERVISTS

a. ISSUE: Reservists who have been activated and assigned to the MTF either as backfills for permanent party assigned military who have been or will be deployed or as part of a unit attached to the MTF. What duty status should these personnel be recorded with in UCAPERS? Some of the Reservists who are being activated are from different services; i.e., AF, Army, etc. What is the appropriate duty status?

SOLUTION: Reservists whose units have been activated and attached to the MTF will be reported as BME, Borrowed Military from TO&E unit. This includes personnel staffing the Blood Donor Centers and the Soldier Readiness Centers under the operational control of the MTF. Individual Mobilization Augmentees (IMA) who have been activated and assigned/attached to an MTF will be reported as BME. Do not confuse the activated reservists (BME) with the reservists (RES) who are fulfilling their annual training requirement.

4. DEPLOYED PERSONNEL – MILITARY

a. ISSUE: Permanent party assigned Military have been temporarily assigned to TO&E unit to be deployed in support of GWOT. Can the MTF report readiness man-hours in GDAF since they have deployed a soldier via the TO&E unit?

SOLUTION: Reassign these individuals to GDAF and report the personnel hours as available in GDAF.

b. ISSUE: Whenever a soldier is deployed, verbal guidance has always been to reassign the soldier to the APC with the appropriate GD** MEPRS code so that all man-hours will default to the GD** MEPRS code. Does this guidance still apply? What man-hours should be keyed per week for deployed soldiers?

SOLUTION: Yes, this is correct. Man-hours for deployed military personnel will be reported in GDA*. In this scenario, the standard number of hours for the week will be reported, i.e., 5 days a week, 8 hours a day, 40 hours per week.

5. ADVANCED PRACTICE NURSE (APN)/DIRECT CARE PROFESSIONAL (DCP)/CLINICIANS

a. ISSUE: APN and DCP utilizations do not have the designation of Deploy on their utilization. Will the DEPLOY designation be added to the utilizations?

SOLUTION: The DEPLOY as seen on the clinician utilization will not be added to the APN/DCP utilization. The "work around" is this:

(1) The APN/DCP will have to be reassigned to an APC for GDA*. Be sure to answer "YES" to the question: 'Is this a Reassignment?".

(2) Change the Individual's Primary Distribution APC on the Survey to the APC for GDA*.

(3) Use the exception code of "TNG" under Other (Avail/Read/Extra) and enter the hours.

(4) This will map the hours back to the Primary Distribution APC.

(5) Update the survey to reflect 100% to the Primary Distribution APC.

b. ISSUE: Providers on Clinician, APN, or DCP utilizations are assigned to the MTF Soldier Readiness Center (GAAE). How do they report their man-hours so they will map correctly to GAAE MEPRS code? Is there an exception code that we can use to map to GAAE?

SOLUTION: As a temporary measure, re-map the exception code PNS to GAAE. This is accomplished by updating the Readiness Exception code table with the APC that maps to GAAE for PNS. The Clinicians, APNs, and DCPs will use the exception code PNS to record time working in the SRC.

c. ISSUE: Providers who are Clinician, APN, or DCP are required to participate in SRP (GAAF). Can we map the exception code of POR to GAAF? Since all (99.9%) of physicians are PROFIS, and all medical assets are being required to participate in the SRP, this scenario will be used at all MTFs and will include large amounts of man-hours in GAAF.

SOLUTION: As a temporary measure, re-map the exception code POR to GAAF. This is accomplished by updating the Readiness Exception code table with the APC that maps to GAAF for POR. The clinicians, APNs, and DCPs will use the exception code POR to record the time they are being processed through the SRC/SRP.

6. INFORMATION MANAGEMENT

ISSUE: IM staff has been tasked to create a database to track incoming Reservists in support of GWOT. They are also loading patches on all PCs as a result of information assurance vulnerability alerts (IAVA); the patches are intended to block any hacking/virus infiltration of the networks. Should their man-hours be coded to GAAF or normal IM MEPRS code?

SOLUTION: Information Management staff will report their time in EBJ (Service Medical Information Management/Information Technology).

7. MEDICAL READINESS ADMIN

ISSUE: Many of the administrative staff in the MTFs; i.e., RMD, MEPRS, PAD, IM, etc., have been tasked to attend meetings to discuss and plan for support of GWOT. Should

their man-hours be coded to GAAF or to their normal work-center MEPRS code? How should clinical staff who also attend these meetings to plan for support of GWOT be coded?

SOLUTION: The time the individuals are providing support to the planning and administrative requirements of implementing medical readiness activities will be charged to GAAF.

8. MEDICAL TRAINING

ISSUE: Due to deployments of clinical staff, personnel are required to complete additional training to backfill and support daily MTF mission; e.g., soldiers trained to perform as Audiology Techs in MTF.   Since this additional training is required as a result of GWOT, should costs for TDY, man-hours, etc., be coded to a GWOT readiness account or to training in FAL*?

SOLUTION: These man-hours should be coded to training in FAL*. The MTF can develop a unique 4th level MEPRS code to separate costs if they want to track related expenses. If FALF is not already used, it would conform with other GWOT coding.

9. FUNDED EMERGENCY MILITARY LEAVE

ISSUE: Should FDH* for Emergency Military Leaves Funded be on the UCAPERS APC and ASD Table? Should man-hours be coded to FDH*? What type of expenses should be coded to FDH*?

SOLUTION: FDHA should only be established on the Master Budget APC Table, and should not be established on the UCAPERS APC and ASD Table. The man-hours will be coded to LV so that the military pay and FTEs are reported as Non-available to the workcenter in the applicable MEPRS code. The only item that will be reported in FDH will be the portion of the travel expense funded by the MTF. The service unit will be the number of leaves funded.

SECTION IV

FINANCIAL RECONCILIATION

1. **RECONCILIATION SPREADSHEET.** A new spreadsheet format for financial reconciliation has been created by the GPRMC, Burma Barfield. The new format is a step-by-step process and is especially helpful for newcomers who are having a problem understanding how to reconcile the financial data. Each piece of data is labeled and only has to be entered one time and a user knows immediately if a section does not reconcile prior to continuing to the next step. It is important that the Financial Reconciliation Helpful Hints be reviewed prior to attempting the reconciliation. Both the old and new format are acceptable for financial reconciliation and are available on the AMPO web site (ampo.amedd.army.mil).

2. **EAS ACCUMULATOR FILE VERSUS EAS DATA AUDIT REPORT.** The first step in the reconciliation process is to compare the Total Expenses in the EAS Accumulator file and the Total Expenses on the EAS Data Audit Report. The basic rule is if there is a difference of $100 or more, the site calls the help desk and reports it. Tech support will research the problem and notify the site with the results of the research. Do not just make the correction and assume that someone else will report the problem and it will magically be corrected by the time UCAPERS Expense is run again for the next month. Several sites have not found a difference of more than $25 in the last several months.